

## Statement of Deficiencies

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### 5359-D: Licensing Changes

Not Met

#### Findings/Corrections

5359 D. The Provider failed to notify the Bureau of Licensing prior to making changes which had an effect upon the license; changes regarding [ ransportation] were made. Center provides transportation for field trips only through a contracted agency.

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### 5361-A: Ensure Requirements Met

Not Met

#### Findings/Corrections

5361 A. The Director failed to ensure that the minimum licensing requirements were met.

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### 5361-E: Office of Public Health

Not Met

#### Approval Date:

#### Findings/Corrections

5361 E. The Provider lacked documentation of a current annual sanitation inspection and approval from the Office of Public Health. Center received an inspection on 6/8/04, but did not receive a recommendation.

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### 5361-H: Incident Log

Not Met

#### Findings/Corrections

5361 H. The Provider failed to maintain an incident log for staff to record any injuries that a child may have had upon arrival to the child care center.

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### 5365-C: Personnel Records

Not Met

#### Findings/Corrections

5365 C.1. The Provider failed to have a employment application for all staff that included the actual date of hire, all pertinent personal information, past work experience, educational background.

5365 C.2. The Provider failed to have three non-related reference letters or documentation that at least three references were contacted by the Director prior to employment .

5365 C.3. A completed I-9 form (U.S. Immigration and Naturalization Service Employment Eligibility Form) required after November 1986 failed to be completed .

5365 C.4.a. A criminal records check failed to be on file. Documentation of submission was not available. Criminal records checks are not transferable.

5365 C.5.a. The Provider failed to have documentation of a current statement from a physician certifying that he/she was in good health, was physically able to care for the children, and was free from infectious and contagious diseases.

5365 C.6. A personnel job description detailing the employee's responsibilities failed to be on file for staff .

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### 5373-C: Fire Safety

Not Met

#### Findings/Corrections

5373 C. (1.-5.) The Provider failed to conduct fire drills at least once per month at various times of the day; documentation failed to include: 1. date and time of day; 2. number of children; 3. lapse time of drill; 4. problems and solutions if any; and 5. staff signatures.

Center completed 6 of the required 12 fire drills.